United Nations ST/AI/2014/1

Secretariat

13 January 2014

Administrative instruction

United Nations internship programme

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4 and for the purpose of establishing conditions and procedures for the selection and engagement of interns at the United Nations, promulgates the following:

Section 1
Purpose of the internship programme

The purpose of the United Nations internship programme is twofold: (a) to provide a framework by which students from diverse academic backgrounds gain exposure to the United Nations through assignment to offices within the Secretariat in order to enhance their educational experience and gain experience in the work of the United Nations; and (b) to provide United Nations offices with the assistance of qualified students specialized in various professional fields.

Section 2
Scope

The provisions of the present instruction apply to the United Nations internship programme managed by the offices of the Secretariat. Specific arrangements at each duty station for the internship programme shall be announced through an information circular.

Section 3
Eligibility

3.1 Applicants to the United Nations internship programme must at the time of application meet one of the following requirements:

(a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);

(b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);

(c) Have graduated with a university degree (as defined in 3.1 (a) and (b) above) and, if selected, must commence the internship within a one-year period of graduation, as provided for in section 11.4 of the present instruction.

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3.2 A person who is the child or sibling of a staff member shall not be eligible to apply for an internship at the United Nations. An applicant who bears to a staff member any other family relationship may be engaged as an intern, provided that he or she shall not be assigned to the same work unit of the staff member nor placed under the direct or indirect supervision of the staff member.

3.3 For purposes of this instruction, "child" means (i) the child of a staff member; (ii) the child of the spouse of a staff member (stepchild); and (iii) the spouse of a child of a staff member or a staff member's spouse (son- or daughter-in-law). "Sibling" includes the child of both or either parent of a staff member and the child of the spouse of a parent of a staff member (that is, also half- and stepsibling).

Section 4
Terms of the internship programme

4.1 The minimum duration of an internship is two months. This period can be extended up to a total period of six months.

4.2 Interns are expected to work on a full-time basis in the department/office that has selected them, under the supervision of a staff member at an appropriate level.

4.3 Internships may be undertaken on the basis of flexible working arrangements if:

(a) The receiving department/office agrees in writing to accept an intern on the basis of flexible working arrangements;

(b) The intern agrees that he/she is required to work the equivalent of a minimum of at least two months on a full-time basis in order to receive recognition of service as an intern. An internship under such arrangements must be completed within a six-month period. A record of attendance shall be maintained by the receiving department/office in order to ensure that the intern meets this requirement.

4.4 Interns serving in one department or duty station do not have a right to transfer to another department or duty station. Transfers within the same duty station can be effected if all parties concerned are in agreement. In the case of a transfer the duration of the internship shall be calculated as having started from the commencement of the original internship.

Section 5
Status

5.1 Interns are considered type I gratis personnel. They are not staff members.

5.2 Interns shall not be sought or accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. Interns shall not represent the United Nations in any official capacity, do not perform supervisory functions and must not exercise certifying or approving authority.

5.3 Interns may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category during the period of their internship and for the six months immediately following the expiration date thereof.

Section 6
Responsibilities and obligations

Receiving departments/offices and supervisors

6.1 The receiving departments/offices and supervisors shall seek to create a working environment conducive to interns' substantive learning and professional development. Departments/offices shall:

(a) Seek to ensure that an intern's assignment(s) is at the appropriate level of complexity and variety;

(b) Prepare terms of reference describing the tasks of interns in the departments/offices;

(c) Provide constructive feedback to an intern regarding his or her performance;

(d) Ensure that an intern does not undertake official travel on behalf of the United Nations in the performance of the internship. However, the receiving departments/offices may permit an intern to travel in a United Nations vehicle with a signed liability waiver.

Interns

6.2 Interns shall:

(a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as described in section 5 of the present instruction;

(b) Provide the receiving departments/offices with a copy of all materials prepared by them during the internship. The United Nations shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material that bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of the United Nations, the interns shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law;

(c) Respect the impartiality and independence required of the United Nations and of the receiving department/office and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to the Organization;

(d) Unless otherwise authorized by the appropriate official in the receiving department/office, they may not communicate at any time to the media or to any institution, person, Government or any other external party any information that has become known to them by reason of their association with the United Nations or the receiving department/office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the United Nations;

(e) Refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the United Nations;

(f) Comply with local laws and customs.

6.3 The conditions regulating the internship shall be set out in an internship agreement, as attached in the annex to the present instruction.

6.4 Failure to comply with the requirements in section 6.2, as well as those contained in the internship agreement between the Organization and the intern, may result in the immediate termination of the internship agreement by the United Nations without any compensation.

Section 7
Remuneration, expenses, medical benefits and loss or damage to personal effects

7.1 Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions.

7.2 The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness or death that may occur during an internship. Applicants for internship must show proof of valid medical insurance coverage to cover the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.

7.3 The United Nations accepts no responsibility for loss or damage to personal effects that may occur during the internship.

Section 8
Locations

The internship programme may be offered at any duty station of the Secretariat designated as a family duty station.

Section 9
Third-party claims

The United Nations is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

Section 10
Partnerships with academic institutions

Departments and offices of the United Nations shall not enter into formal partnerships or conclude memorandums of understanding or similar agreements with academic institutions with respect to interns unless it is with the explicit written approval of the Assistant Secretary-General for Human Resources Management.

Section 11
Posting of internship opportunities, applications, evaluations and selection

11.1 Openings for internships shall be published electronically.

11.2 Applications must be submitted in accordance with the instructions set out in the opening, including use of the electronic platform provided for this purpose.

11.3 Interns should be selected from as wide a geographical basis as possible and without distinction as to race, sex or religion.

11.4 Once selected, interns must commence the internship either prior to graduation or within one year of graduation from an academic programme described in section 3. Applicants who are unable to commence the internship within one year of graduation shall not be accepted.

Section 12
Final provisions

12.1 The present administrative instruction shall enter into force on the date of its issuance.

12.2 The administrative instructions ST/AI/2000/9, entitled "United Nations internship programme", and ST/AI/2005/11, which amended ST/AI/2000/9, and information circular ST/IC/2008/17, entitled "United Nations internship programme" are hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

Annex

Internship agreement for the United Nations

1. I accept the internship, which has been awarded to me by the United Nations, and understand the following:

(a) The United Nations will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution;

(b) The United Nations accepts no responsibility for costs arising from injury, illness or death that may occur during my internship; I will provide proof of my enrolment in a health insurance plan that covers the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship;

(c) I am not eligible to apply for, or be appointed to, any positions in the Professional and above categories and for positions at the FS-6 and FS-7 levels in the Field Service category during the period of my internship and for the six months immediately following the expiration date thereof;

(d) I am personally responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed;

(e) The United Nations bears no responsibility for loss or damage to my personal property that may occur during my internship.

2. I undertake the following obligations with respect to the United Nations internship programme:

(a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;

(b) To refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office, and not to engage in any activity that is incompatible with the aims and objectives of the United Nations;

(c) To respect the impartiality and independence required of the United Nations and of the receiving department/office, and not to seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;

(d) To keep confidential any and all unpublished information made known to me by the accepting office or department during the course of my internship that I know or ought to have known has not been made public, and, except with the explicit authorization of the United Nations, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;

(e) To provide the receiving department/office with a copy of all materials prepared during my internship;

(f) To provide immediate written notice in case of illness or other circumstances that might prevent me from completing the internship;

(g) To complete the internship evaluation questionnaire at the end of my internship and to submit it to the officer-in-charge of the internship programme at the duty station;

(h) To return my identification pass to the officer-in-charge of the internship programme at the duty station;

(i) To comply with local laws and customs.

3. I have read the attached terms of reference of my internship and I accept to abide by them.

Date	Printed name of intern	Signature
Date	Printed name of Officer-in-Charge, Internship	Signature